



Potomac Association

Central Atlantic Conference-United Church of Christ

Potomac Association Fall Meeting 2013

Pilgrim Church UCC, Wheaton MD
Saturday, October 19, 2013
9:00 a.m. – 1:00 p.m.

Meeting Specifics

The Delegates and Authorized Ministers of the Potomac Association are called to the Fall Meeting 2013.

Our theme for this meeting is - *“OUR FUTURE IS AGING.”*

The purpose of the meeting is to renew our commitment in acknowledging, recognizing, gathering, and using the tools available in the furtherance of the work and mission of the Association.

At the meeting we will:

1. Receive and participate in a presentation on ministry for older adults.
2. Receive reports from the officers of the Board of Directors, each Standing Committee, and any other person or organization as requested by the Board of Directors.
3. Consider the proposed Association budget for 2014.

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Agenda

- 8:30** **Registration**
- 9:05 – 9:35** **Opening Worship (Kay Rodgers, Worship Leader)**
- 9:35 – 9:45** ***Bend, Breathe and Stretch* – Led by Richard Hyde**
- 9:45 – 10:45** **Panel Discussion on Congregational Care – Moderator: Rev. Ellen Jennings**
1. Visitation and Caring Ministry: Geneva Hudson and Mark Suriano
2. Programming: Sarah Anders
3. Practical Issues
- Questions and Answers**
- 10:45 – 11:00** **Break**
- 11:00** **Call To Order/Reading of the Roll Call**
- Approval of Minutes of Spring 2013 Meeting**
- Reports of the Association Board and Committees (as available)**
Christian Education
Church & Ministry
Higher Education
Social Action and Missions
- Report from Treasurer – Rev. Hank Fairman**
Budget and Assessments
- Report from Associate Conference Minister – Rev. Dr. Kwame Osei Reed**
- 11:45** **Moderator and Vice Moderator**
- 12:00** **Closing Prayer**
Lunch

Minutes of the Spring Meeting 2013

Minutes of the Potomac Association Spring Meeting

May 18, 2013, 9:00 AM – 12:00 Noon

First Congregational United Church of Christ, Washington DC

9:00 Opening Worship

Led by the Revs. Sid Fowler and Bonnie Hardy, First Congregational UCC

9:30 The meeting was called to order by Felicia Williams Simms, Moderator. The roll was called by the Rev. Chuck Myers, Associate Moderator. A quorum was present. The number of local churches represented was notably high.

In addition to reports provided in the meeting packet, verbal reports were given by:

- Christine Rowe, Treasurer
- The Rev. Francine Vinson, Chair, Committee on Church and Ministry
- The Rev. Dr. Kwame Osei Reed, Associate Conference Minister
- The Rev. Jerry Foltz, on the conference New Visions campaign for church vitality
- Jane von Maltzahn and Geneva Hudson, on the Potomac Association Lay Leadership School
- The Rev. Ellen Jennings, for the Christian Education Committee. She asked that attendees consider service on this committee.

OCWM and "Five for five" certificates remaining from the Fall 2012 meeting were distributed to delegates from local churches.

10:18 Keynote Speaker "Facing Change"

The Rev. Aaron B. Jones-Wade, The Community Church of Washington, DC

Aaron Jones-Wade made an inspired and inspiring appeal for church members to use current technology and social media to engage people and to spread the good news of the Gospel and of their own local churches. Reminding us of the UCC slogan that "God is still speaking," he pointed out that God is now speaking in a new language, through us. "The Christ in you has social media."

10:50 Workshop

Kellen Leech and Tawanna Jones of The Community Church of Washington, DC led an interactive "workshop of the whole," discussing means, approaches, and issues in the use of social media by the church. Many attendees contributed their observations, questions, and issues.

11:30 Presentation and Vote on Slate of Nominees; Installation

Chuck Myers presented the slate. Nominations (and corrections) were accepted from the floor, and several persons were added to the slate or moved to a different position. A motion was made, seconded and approved unanimously to approve the slate as amended.

The Rev. Dr. Kwame Osei Reed led a ceremony of installation for newly elected officers and committee members.

Outgoing Moderator, Felicia Williams Simms, was recognized for her service to the Association.

12:00 Chuck Myers, Moderator, declared the meeting adjourned. Sid Fowler led us in prayer, in preparation for the lunch that followed.

Reports of the Officers and Standing Committees

Christian Education

UCC Potomac Association
Christian Education Committee Report
10.11.13

This committee convened on July 15, 2013 following the “Including Children and Youth with Special Needs” Workshop, hosted at Cleveland Park Congregational UCC.

The committee discussed our three main goals for the year:

- hosting the Inclusion Workshop
- supporting the Older Adult Working Group
- supporting the Habitat for Humanity Youth Mission Trip

All three goals are in the process of being attained. The 7/15 Inclusion Workshop was a success with fifteen people attending. We are also promoting a larger Special Needs Ministry workshop, hosted by Christ Presbyterian Church in Fairfax, VA, that will take place on October 18-19, 2013.

The Older Adult Working Group (chaired by committee member, Sarah Anders) will provide the programming (worship and panel presentation) for the Fall Association Meeting. Several members of our committee have participated in the planning of that event.

The Habitat for Humanity Youth Mission Trip is being planned for next July, 2014 with a fall reunion taking place at United Parish on October 13-14, 2013.

At our July meeting we also discussed the need for better coordination of CE programming, training and resource sharing between Potomac Association congregations.

The committee will reconvene later this fall, though we have already achieved most of our goals for the year.

Respectfully submitted,
Rev. Ellen Jennings, Chair

Higher Education

October 19, 2013

The Higher Education Committee respectfully submits this report of its activities and plans to the Delegates and Authorized Ministers of the Potomac Association.

The transition of records is underway to ensure continuity under the leadership of the new committee chair. The Committee has determined the most time-sensitive matter requiring action is the dormant campus ministry presence at the University of the District of Columbia (UDC). An ad hoc sub-committee has been formed to develop and implement a resolution to this matter.

The sub-committee met on August 19th and subsequently consulted with the Associate Conference Minister (Potomac Association) concerning approaches to reactivate the UDC ministry. A recommendation for the revitalization and restructuring of the UDC ministry into a United Campus Ministry in Washington, D.C. was

developed. The recommendation was presented at the September 17th Board meeting as a request to authorize the establishment of a new ministry. Authorization was granted by the Board.

(Request: The Higher Education Committee requests the Potomac Association Board to authorize the establishment a United Campus Ministry that engages in urban higher education campus ministry in Washington, D.C. The Committee intends to have the ministry organized, focused, and operational by the end of the 2013-2014 academic year.)

RATIONALE FOR THE PROPOSED UNITED CAMPUS MINISTRY

The University of the District of Columbia and Howard University are the two HBCUs¹ in Washington, D.C., and neither has an active UCC campus ministry. Conversations with the Office of the Dean of the Chapel revealed a perception of an adequate number of campus ministries at Howard University. However, the Dean is receptive to future conversations about a new campus ministry, which would be justified by distinctive religious attributes and opportunities that are not provided in the existing ministries.

We have identified the following distinctive attributes that warrant the establishment of a new urban higher education campus ministry:

- 1) The Justice and Witness emphasis of the United Church of Christ and the Christian Church (Disciples of Christ) is missing from the current religious life experiences on the UDC and Howard University campuses (as well as D.C. Community College). Consequently, the spiritual nurture of students, faculty and staff that is justice-oriented, Christian in character, and radically inclusive is going unmet in these urban settings.
- 2) The historic relationship with the Congregational Churches (AMA) in the founding of Howard University and its ongoing financial support for a new Ph.D. in religious studies, strengthens the appropriateness of an authentic new campus ministry.
- 3) The ministry would serve as a model of best/promising practices for outreach by the UCC on other urban campuses, and particularly for campuses with significant representation from communities of color.

PLANNED ACTIONS

In the upcoming weeks the Committee plans to undertake the following:

- Complete the transition of remaining records from the previous committee chair so that the Potomac Association Treasurer can be requested to release payments for the existing campus ministries. (Needs to be done quarterly)
- Draft a ministry proposal (in collaboration with the Disciples of Christ Higher Education and Leadership Ministries, and in consultation with UDC/Howard religious life officials)
- Establish/present a United Campus Ministry budget to the Potomac Association Board
- Convene a fall meeting of the Higher Education committee for review/support of the established UCC campus ministries in the Potomac Association

Respectfully submitted,
Sylvia McDonald-Kaufman, Chair

Social Action and Missions

Not available at press time.

¹ Historically black colleges and universities (HBCUs) are the 106 institutions of higher education in the United States that were established before 1964 for the purpose of serving the black community.

Associate Conference Minister

Not available at press time.

Moderator

Since the Spring 2013 Association meeting, the Board has met in June, July, September and October. The Board's work has been focused on orientation of officers and committee chairs to new positions, preparations for the fall meeting, rejuvenation of the work of some committees, and determining the way forward in working with new and newly-associating churches. As I write, not all committee reports have been received, but I hope you will be able to hear of their progress at the meeting.

I have had the pleasure of presiding at two Ecclesiastical Councils and one ordination. We have in the "pipeline" many individuals who have heard a call from God and are working on confirming how they may serve God and humankind. Their individual stories will work out in different ways, but it is a great pleasure to participate in that determination. God indeed is still speaking, and still writing on our hearts (Jeremiah 31:33). May we all listen and know the Lord's will.

Rev. Chuck Myers

Church and Ministry

Committee on Church & Ministry Potomac Association Semi-Annual Report October 19, 2013

The oversight responsibilities related to **nurture** and **accountability** given to Associations are sacred trusts that directly impact the effectiveness and integrity of the ministries of the church of Jesus Christ. The Committee on Church & Ministry takes great care to provide adequate oversight for the ministries of the church for which ecclesiastical authorization is required. Ordained, commissioned, and licensed ministries of the Potomac Association come under an oversight of watchful care provided by the committee on behalf of the Association, which has responsibility for authorizing these ministries on behalf of the whole church.

Oversight of authorized ministry includes nurturing authorized ministries and ensuring appropriate accountability; neither of which can function in the absence of the other, without compromising the fullness and integrity of the whole ministry.

Ongoing Activities

The Committee on Church & Ministry, over the course of its year, receives and acts on dozens of requests from those authorized, or seeking to be authorized for ministry in the United Church of Christ including:

- Members in Discernment (Students in care)
- Ordained ministers seeking to transfer their ordained ministerial standing within the Association, including those who are on leave of absence and those who are retired
- Ordained ministers of the Christian Church (Disciples of Christ) seeking ordained ministerial partner standing within the Association
- Ordained ministers from other denominations seeking dual standing or privilege of call
- Commissioning ministers within the Association
- Licensing ministers within the Association

Additionally, the Committee on Ministry engages, when necessary in four oversight proceedings: Periodic Support Consultation, Situational Support Consultation, Information Review, and Fitness Review; which, when taken together, provide a comprehensive system for oversight. The four proceedings are distinguished from one another by considering whether a particular proceeding is regularly scheduled, or occurs only when circumstances warrant.

The Committee on the Ministry does not have authority to decide or take action regarding either authorization or accountability. Instead, the Committee makes a recommendation to the Association Board of Directors and an ecclesiastical council for final action.

Accountability and Review

The Committee currently has one Situational Support Review in its queue, and has initiated a plan of action for a previously completed Situational Support Review.

Authorization Actions and Recommendations

Current Recommendations for Ecclesiastical Council for Ordination

- Holly Jackson - Hope UCC
- Cleante Apollon - Covenant Baptist UCC
- One pending

Licenses Granted/Renewed

- Min. Ronya-Lee Anderson - Plymouth UCC
- Min. Isaac Solomon Lawson - Plymouth UCC

- Min. Tabea Muenz – The United Church
- One pending

Granting of Partnership Standing

- Rev. Brian Adams (DOC)
- One pending

Ecclesiastical Endorsement

- Rev. Mary Barrino-Smith – Board Certified Chaplain
- One pending

Transfer of Standing into Potomac Association

- Rev. Tom Gerstenlauer - St. John's UCC Richmond
- Rev. Jean Crist Thompson - Bethesda UCC
- One pending

Transfer of Standing out of Potomac Association

- Rev. Janet Parker - Central Pacific Conference

Dual Standing and Privilege of Call

- Two pending

Ordination

- Rev. Michael Durst – Presbyterian Mission Agency (PCUSA) and Cleveland Park UCC

Commissioning

- Geneva Hudson – Lincoln Congregational Temple UCC and Peoples Congregational UCC

Installation

- Approved – Rev. Alexis Vaughn, Westmoreland UCC (November 10, 2013)

Churches seeking Covenant

- Beloved Community UCC
- New Hope Baptist UCC

Organizational Initiatives

The Committee ordinarily meets monthly as a committee-of-the-whole throughout the year with the exception of the month of August. In an effort to optimize the ongoing work of the committee, we've prayerfully endeavored to implement a handful of organizational and modernizing engagement models:

Working panels. Much of the leg work of the committee can easily be carried out by a smaller number of members who can then make a recommendation to the larger committee. Smaller panels enhance collegiality, and allow committee members to stay engaged in the nuts-and-bolts of the committee's work. Working Panels have been established to address our core functions of authorization and oversight, as well as internal committee organization and policy. There are 17 panels and each member serves on at least three panels.

Semi-monthly conference call. New matters requiring the committee's attention arise throughout the month. The semi-monthly conference call provides the committee with the opportunity to keep up to date on action item status, review and assign new requests, and act on unfinished or time-sensitive matters.

Electronic document sharing. The work of Church & Ministry is document intensive. Sharing documents by postal mail to 15 individuals (documents which can often be in excess of 30 pages), can be expensive and time

consuming. We have a goal of making documents available for the Committee to review up to 14 days prior to the committee taking action on its content. From time-to-time, this places an undue burden on the distributor. In an effort to relieve the burden we'll explore using a secure internet-based service for depositing documents for committee members to retrieve. This puts the burden of printing the document (if desired) on the committee member which in turn moves the production expense to the member; which may also be undesirable. This is in the exploratory stage.

Online voting. This is in the prototype stage. Online voting can be a useful tool for matters that arise between meetings that require a simple yes-or-no vote. Online voting is not intended for matters that typically involve committee deliberation or detailed debrief.

Submitted by grace,
William B. Cooper, Chair
Committee on Church & Ministry

Treasurer's Report

10/19/2013

Friends,

The following remarks are offered to describe the current state of financial affairs of the Potomac Association UCC for the fiscal year 2013.

On 26 June 2013, Christine Rowe and I met to finalize the transfer of duties and records for the Association. The transition from paper records to digital records was completed in July 2013, utilizing *QuickBooks Premium: Non-Profit*.

The audit of prior years' financial records is taking place through the work of a third-party accountant. This work should be completed by December 2013, and reported in the business of the Spring Meeting 2014.

In the move to *QuickBooks*, several corrections to the chart of accounts were made to streamline and strengthen the financial reporting. The budget itself remains as approved by the Association, with regular reporting and receipt by the Board of Directors.

For the 2014 fiscal year, an updated *Financial Policies* document will be available through the potomacucc.org website. This will address the standing procedures, as well as best-practices for accountability within our covenant.

In closing, I thank God for the ministry of each of our congregations and their support of our ministry together. The funds collected through our apportionments are returned to the ministries in and around us. Your stewardship allows these ministries to live and thrive!

**Respectfully Submitted,
Rev. Henry E. Fairman**

Financial Reports (Budget and Assessments)

See following pages.

